



Turbine maintenance at Yallourn Power Station

CEREMONY REPORT

Yallourn Power Station

PowerWorks, Morwell, Victoria

Friday 26 October 2011

CONTENTS

	PAGE
1 Introduction	3
2 Invitations	3
3 Attendees at Ceremony	3
4 Program and Running Sheet	3
5 Speech Notes	3
6 Ceremony Handout	4
7 Media Release	4
8 Media Articles	4
9 Letters of Thanks	4
10 Costing	5
11 Allocation of Tasks	5
12 Interpretation Panel	5
13 Photographs	7
Attachment 1 - Invitation	10
Attachment 2 - Advertising Flyer	11
Attachment 3 - Running Sheet	12
Attachment 4 - Udara Almeida Speech Notes	14
Attachment 5 - Handout Document	15
Attachment 6 - Engineers Australia Media Release	16
Attachment 7 - EHA Newsletter Article	17
Attachment 8 - EV Newsletter Article	19
Attachment 9 - Work Breakdown Structure	21

1 Introduction:

The ceremony for the marking of the **Yallourn Power Station** with an **ENGINEERING HERITAGE NATIONAL LANDMARK** was conducted at 11:00 am on 26 October 2011 at the PowerWorks Visitors Centre, Morwell, Victoria.

26 people attended the ceremony.

2 Invitations:

There were three forms of invitation:

2.1 Written invitation (see Attachment 1) sent by mail to 98 people listed by Engineering Heritage Victoria.

2.2 Email invitations (see copy of flyer at Attachment 2) sent to the following address lists:

- Engineering Heritage Victoria list (approx 400 on list)
- Victoria Division Board of Engineering members (approx 40 on list)
- Gippsland Regional Group (number not known - say 200)
- Dandenong Regional Group (number not known - say 200)
- Engineering Heritage Australia Member and Corresponding Members (45 on list)

2.3 Email Invitations sent to an unknown number of people by PowerWorks.

Hence the total known number of invitations issued was about 983. With 26 present at the ceremony the response rate is approximately 2.65%.

3. Distinguished Guests and Apologies:

The Running Sheet (Attachment 3) shows:

- Those who spoke at the event and timing
- Distinguished Guests who were acknowledged
- Apologies received who were acknowledged

4 Program & Running Sheet:

The ceremony commenced at about 11:00 am and took 27 minutes.

The Master of Ceremonies was Marcus Fraser, General Manager of PowerWorks.

5 Speech Notes:

Four speeches were delivered by Mr Marcus Fraser, General Manager of PowerWorks; Mr Geoff Hayes, Victorias Division Deputy President Elect, Engineers Australia; Mr John Hutchinson, Superintendent, Yallourn Power Station 1979-1980

and Udara Almeida, author of the nomination for Yallourn Power Station. We do not have speech notes for these speeches except for Udara Almeida which is at Attachment 4.

6 Ceremony Handout:

An 8 page, A5 size, ceremony handout was prepared and handed out to all those who attended the ceremony. A copy is at Attachment 5. 200 copies were printed at a cost of about \$500.

7 Media Release:

A Media Release was issued by Engineers Australia. A copy is at Attachment 6

8 Media Articles:

8.1 ARTICLE FOR ENGINEERING HERITAGE AUSTRALIA NEWSLETTER

Article written by Owen Peake is at Attachment 7.

8.2 ARTICLE FOR ENGINEERS AUSTRALIA MAGAZINE

Kirril Reztsov will write an article for EA Magazine. Owen Peake provided briefing material both before and after the event.

8.3 ARTICLE FOR EV NEWSLETTER

Article written by Owen Peake is at Attachment 8. Note that this is a combined article with the Budj Bim ceremony due to space constraints.

8.5 ARTICLES WRITTEN BY LOCAL NEWS PAPERS

- Latrobe Valley Express, 27 October 2011, "History stands for demolished station", by Annabelle Beale.
- Loy Yang Report, Loy Yang Power, Year 17, Issue 22, 25 November 2011, "Yallourn power station heritage recognised".

9 Letters of Thanks:

Letters of thanks were sent to the following on 7 November 2011. Those marked with * sent on 20 November:

- Geoff Hayes, Deputy Division Vice President elect, Engineers Australia, Victoria Division.
- Marcus Fraser, General Manager, PowerWorks Pty Ltd.
- Elaina Pittas, Engineers Australia, Victoria Division.
- Udara Almeida.*
- John Hutchinson.*

10 Costing

Costs of the project were distributed as per the following table:

No.	Item	Paid by:	Amount
1	Graphic design for interpretation panel (small panel 600 x 300)	EHA National Budget	Estimated \$1000 Note 1
2	Manufacture of interpretation panel (vinyl on aluminium by Advanced Group, Camberwell)	Owen Peake	\$208.43
3	Mounting of interpretation panel on wall in museum.	PowerWorks	Estimated \$200
4	Morning Tea (catered for 80)	PowerWorks	Estimated \$500
6	Production of invitations, handout documents, mailing costs and envelopes	Engineers Australia Victoria Division, EHV Budget	Estimated \$600 Note.1
9	Travel costs: 2 trips Melbourne to Tyrendarra return by Owen Peake. One trip for negotiations with PowerWorks and one trip to deliver interpretation panel.	Engineers Australia Victoria Division, EHV Budget	\$459 Note.2
ESTIMATED TOTAL COST			\$2967.43

Notes:

1. Estimate as account not yet received.
2. 2 x 306 km at EA charge rate of 75 cents/km = \$459.

11 Allocation of Tasks

A schedule showing the Allocation of Tasks between the various stakeholders is attached at Attachment 9. This document ensured that all details of organisation were attended to and served as a check list in the run-up to the event. Elaina Pittas was the staff member in Victoria Division most involved.

12 Interpretation Panel:

The interpretation panel was erected on the wall of the museum at PowerWorks near the model of Yallourn Power Station. The panel is 600 mm high and 300 mm wide and is constructed using Advanced Group vinyl film on aluminium construction. The panel is wall-mounted on 2 x "U" shaped aluminium brackets. No standard EHA marker disc is incorporated as this is part of the design of the panel.



Yallourn Power Station

Engineering Heritage Significance

Yallourn Power Station demonstrated several important technological developments which were of national significance in power station practice in Australia.

It was the first major power station to be located on the coalfield which supplied its fuel. Early power station practice had placed power stations within cities supplying energy at quite low voltages to customers without an intervening transmission system. This invariably meant transporting the coal by rail and/or ship to the power station. Yallourn was placed immediately adjacent to the coalfield using dedicated mechanical handling equipment to deliver coal to the power station. Power stations located on coalfields require high voltage transmission systems. At Yallourn 132 kV transmission was adopted initially to transmit power to Melbourne.

The engineers of Yallourn overcame the problems of converting their rich brown coalfields into electricity and minimising transport costs. Victorians have since enjoyed a cheap and plentiful source of power which also gave their industries a major advantage in terms of production efficiency.

Yallourn was an early adopter of pulverised coal as the method of delivering fuel to the boiler. This innovation paralleled efforts to develop more efficient pre-drying of the very high moisture content coal mined at Yallourn. Pulverised coal fuel for large utility boilers later became universal.

Yallourn represented five stages of power station development constructed over a period of 40 years and operated for 65 years during which enormous increases in the size of boilers and turbo-generators occurred. All five stages of development were operational simultaneously at Yallourn between 1961 and 1968.

Engineering Heritage Australia has recognised Yallourn Power Station as having national engineering heritage significance. Representatives of Engineers Australia and PowerWorks unveiled this marker on 26 October 2011.

PowerWorks
Energy Education


ENGINEERS
AUSTRALIA
Engineering Heritage
Australia

Interpretation panel

13 Photographs:



Marcus Fraser (left) and Geoff Hayes after unveiling the panel



John Hutchinson speaking at the ceremony



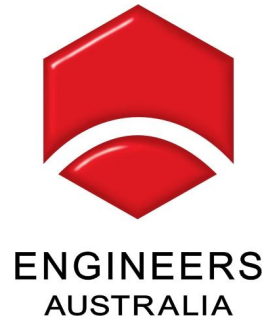
Geoff Hayes speaking at the ceremony



Udara Almeida speaking at the ceremony



Guests around the model of Yallourn Power Station after the ceremony



Insert address

Dear insert name

INVITATION

**PowerWorks and
Engineers Australia Victoria Division
cordially invite you to attend**

Yallourn Power Station Engineering Heritage National Landmark Dedication Ceremony

**Wednesday 26 October 2011 at 11 am
at PowerWorks, Ridge Road, Morwell, Victoria**

Please use the on-line registration system to confirm your attendance

<http://tinyurl.com/.....>

or ring Engineers Australia Victoria Office on (03) 9329 8188

After the First World War Victoria desperately needed to find a source of electricity supply fuelled by resources which it could rely upon. It was decided to embark on an ambitious program to use brown coal from the Latrobe Valley fields and build a power station on the coal field. Work started in 1921 and the first stage was completed in 1924. Over the following decades Yallourn Power station was expanded in five stages and continued to supply electricity until 1989.

Yours sincerely

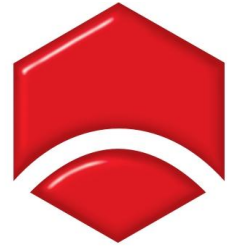
**Glenda Graham
Executive Director
Victoria Division**

15 September 2011

ENGINEERING HERITAGE VICTORIA

Yallourn Power Station

Engineering Heritage National Landmark Dedication Ceremony



ENGINEERS
AUSTRALIA

HERITAGE RECOGNITION PROGRAM

Wednesday 26 October 2011

11:00 am

PowerWorks

Ridge Road, Morwell, Victoria

Hosted by: PowerWorks and Engineers Australia Victoria Division

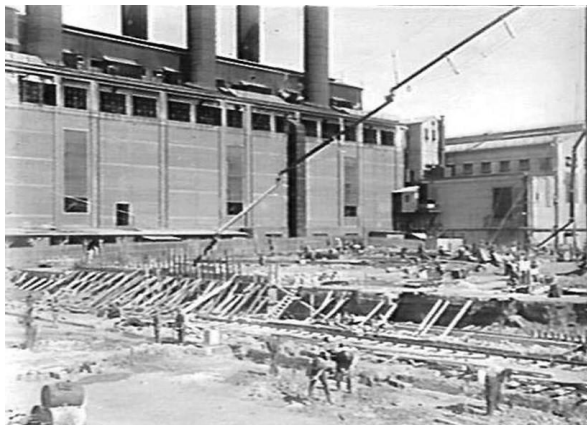
The Story:

After the First World War Victoria desperately needed to find a source of electricity supply fuelled by resources which it could rely upon. It was decided to embark on an ambitious program to use brown coal from the Latrobe Valley fields and build a power station on the coal field. Work started in 1921 and the first stage was completed in 1924. Over the following decades Yallourn Power station was expanded in five stages and continued to supply electricity until 1989.

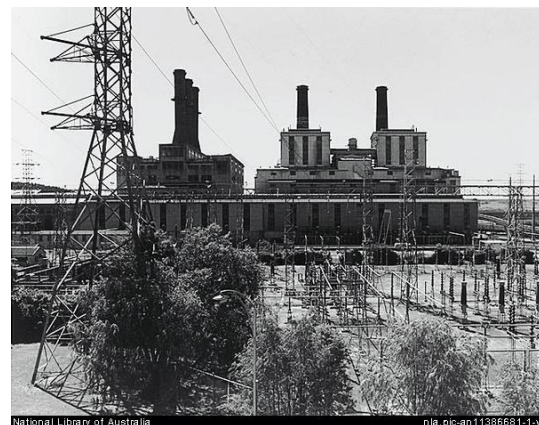
The Event:

The event is the unveiling of an interpretation panel and Engineering Heritage National Landmark marker as a part of the ongoing national program of heritage recognition by Engineers Australia and Engineering Heritage Australia.

PowerWorks is a company owned jointly by the electricity generation companies of the Latrobe Valley for the purpose of facilitating Energy Education. The Dedication Ceremony will be followed by morning tea. Guests will be able to inspect the PowerWorks museum. This is a free event.



Construction of Yallourn 'B' power station in 1929.
retirement.



Yallourn Power Station in 1994 after

PowerWorks
Energy Education

To register please ring Engineers Australia Victoria Office on (03) 9329 8188
Contact for queries: Owen Peake owen.peake@bigpond.com

Attachment 3 - Running Sheet

RUNNING SHEET

YALLOURN POWER STATION - 11 AM - 26 October 2011

Unveiling of Engineering Heritage National Landmark

PROGRAM

- | | | |
|---|-------------------|-------|
| • Welcome by Master of Ceremonies.
Acknowledgement of distinguished guests and apologies. | 5 minutes | 11:00 |
| • Mr Marcus Fraser Manager PowerWorks. Marcus will
speak about the role of PowerWorks. | 5 minutes | 11:05 |
| • Mr Geoff Hayes, Victoria Division Deputy President Elect,
Engineers Australia. Geoff will speak about the role of
Engineers Australia. | 5 minutes | 11:10 |
| • Mr John Hutchinson, Superintendent, Yallourn Power Station
1979-1980. John will speak about his time at Yallourn Power
Station | 5 minutes | 11:15 |
| • Mr Udara Almeida, author of the Nomination for
Engineering Heritage Recognition for Yallourn Power Station.
Udara will speak about the history of Yallourn Power Station. | 5 minutes | 11:20 |
| • MC Invites Marcus Fraser and Mr Geoff Hayes
to unveil the marker. | 4 minutes | 11:25 |
| • MC Closing Remarks | 1 minute | 11:30 |
| Total ceremony time | 30 minutes | |

LIST OF DISTINGUISHED GUESTS PRESENT

Mr Marcus Fraser, Manager, PowerWorks - Energy Education

Mr Geoff Hayes, Victoria Division Deputy President Elect, Engineers Australia

Mr Darrell White, Mayor, Latrobe city Council

Mr John Hutchinson, Superintendent, Yallourn Power Station 1979-1980.

Mr Udara Almeida, author of the Nomination for Engineering Heritage Recognition
for Yallourn Power Station

Councillor Bruce Lockheed, Latrobe City Council

Mr Ray Beebe, Performance Engineer from Churchill. Ray worked at Yallourn Power Station on several occasions from 1963 to 1984. He has since had a long association with Monash University, Morwell.

Mr Owen Peake, Chair, National Board, Engineering Heritage Australia.

LIST OF APOLOGIES RECEIVED

Mr Merv Lindsay, National President, Engineers Australia

Adjunct Professor David Hood, National Deputy President, Engineers Australia

Mr Rupert Grayston, Acting Chief Executive Officer, Engineers Australia

Mr Darren Chester MP, Member for Gippsland in the House of Representatives

Mr Ian Macfarlane MP, Federal Member for Groom, Shadow Minister for Energy & Resources

Senator Mitch Fifield, Senator for the State of Victoria

Senator Bridget McKenzie for the State of Victoria

Mr Jim Gard'ner, Executive Director, Heritage Victoria.

Mr John Drewett, State Electricity Commission of Victoria trading as Vicpower Trading.

Ms Carol Jeffs, General Manager Governance, Latrobe City Council

Mr Paul Collier, President, Victoria Division, Engineers Australia

Mr John Macintosh, Deputy President, Victoria Division, Engineers Australia

Mr David Eltringham, Immediate Past President, Victoria Division, Engineers Australia

Attachment 4 - Udara Almeida Speech Notes

⇒ Self Introduction

STORY OF YALLOURN (early 20th century)

- ⇒ YALEEN (BROWN) LOURN (FIRE) Aboriginal name
- ⇒ Brown coal (Higher Water Content) and Victorian need for an independent power supply over NSW
- ⇒ Start of SECV <Sir Monash> 1921
- ⇒ Temporary Power Plant 1921-1924 **950kW**
- ⇒ Yallourn 'A' 1924 **12.5MW** (took only 4 years to complete)
 - 132kV transmission line
- ⇒ Bushfire, flood, open cut fire
- ⇒ Yallourn B,C,D **100MW** , E **240MW** ;;state of the art tech. **pulverized coal**
- ⇒ 'A' station ran for 44 yrs
- ⇒ National Eng. Heritage Significance
 - 1st power station to be located on the coal field
 - Pulverized coal & pre drying
 - Was efficient
- ⇒ 1961-68 all five stages were operational
- ⇒ Demolition started 1995

Attachment 5 - Handout Document

[Click on the cover page below to open the whole document.](#)

ENGINEERS AUSTRALIA
ENGINEERING HERITAGE VICTORIA
HERITAGE RECOGNITION PROGRAM
AND POWERWORKS - ENERGY EDUCATION



Yallourn Power Station

Heritage Recognition Ceremony

Wednesday 26 October 2011

Program and description of the Yallourn Power Station

PowerWorks
Energy Education


ENGINEERS
AUSTRALIA
Engineering Heritage
Australia



Media Release

Wednesday 26 October 2011

Yallourn Power Station attains national engineering heritage significance

The Yallourn power station development, that was constructed over a period of 40 years and operated for 65 years until 1989, was declared today as an engineering heritage national landmark by Engineers Australia.

The recognition ceremony at the PowerWorks information centre in Morwell reaffirmed the technological innovations and leadership at Yallourn that lead to advances in power station practices in Australia.

Speaking at the unveiling of the heritage marker and interpretative panel, Geoff Hayes, from the Engineers Australia Victoria Division, reflected not only the technological and logistical hurdles and achievements, but also on the determination and outstanding leadership and vision of General Sir John Monash.

“General Sir John Monash implemented his vision to provide cheap, reliable energy from Victoria’s vast reserves of Latrobe Valley coal, and his foresight underpinned the economic growth of the State for over seven decades,” Hayes said.

After the First World War, overcoming the dependence of Victoria on the black coal resources of New South Wales and Queensland raised the possibilities of using the vast resources of brown coal beneath the Latrobe Valley into a viable option for fuelling power station boilers.

To achieve this ambitious program, the highly respected engineer and outstanding military leader Monash was appointed Chairman of the new State Electricity Commission of Victoria, and by 1924 the first of the five stages of the Yallourn project was commissioned.

Included in the innovations by the engineers of Yallourn were the adoption of delivering pulverised coal to boilers, which later became universal, and a more efficient pre-drying of the very high moisture content of coal in the Latrobe Valley.

Media Contact: John Bright – 0407 234 490 / jbright@engineersaustralia.org.au

EHA NEWSLETTER YALLOURN POWER STATION HERITAGE RECOGNITION CEREMONY

Yallourn Power Station - Heritage Recognition Ceremony

A heritage recognition ceremony was held at PowerWorks, Morwell on 26 October 2011 to recognise the significance of Yallourn Power Station which operated between 1924 and 1989. The Yallourn Power Station has been demolished but PowerWorks have an extensive display on Yallourn at their facility at Morwell.

The unveiling was carried out by Victoria Division Deputy President Elect Geoff Hayes and PowerWorks Manager Marcus Fraser and the marker recognises Yallourn Power Station as an Engineering Heritage National Landmark.

The Yallourn Power Station development was constructed over a period of 40 years and operated for 65 years. It was the first major power station based on a coal field in Australia and established the technology for burning the very wet coal found in the Latrobe Valley. This coal has generated the bulk of the electricity generated in Victoria since 1924.

The recognition ceremony reaffirmed the technological innovations and leadership at Yallourn that lead to advances in power station practices in Australia.

Speaking at the unveiling Geoff Hayes reflected not only on the technological and logistical hurdles and achievements, but also on the determination and outstanding leadership and vision of General Sir John Monash.

“General Sir John Monash implemented his vision to provide cheap, reliable energy from Victoria’s vast reserves of Latrobe Valley coal, and his foresight underpinned the economic growth of the State for over seven decades,” Hayes said.

After the First World War, overcoming the dependence of Victoria on the black coal resources from New South Wales became a priority for the Victorian Government.

To achieve this ambitious program, the highly respected engineer and outstanding military leader Monash was appointed Chairman of the new State Electricity Commission of Victoria in 1921, and by 1924 the first of the five stages of the Yallourn project was commissioned.

The nomination document for the heritage recognition was prepared by Victoria University final year engineering student Udara Almeida from Sri Lanka. This work was carried out under a joint project between Victoria University and Engineers Australia, Victoria Division to provide vacation work experience for engineering students. Engineering Heritage Victoria provided mentoring and technical advice for the project.

Owen Peake

Photograph Captions

1. Marcus Fraser from PowerWorks and Geoff Hayes from Engineers Australia after unveiling the interpretation panel.

Photo ID: Yallourn PS Ceremony.Marcus Fraser (PowerWorks) & Geoff Hayes (EA Vic Div) after unveiling of panel

2. Udara Almeida addressing guests at the ceremony.

Photo ID: Yallourn PS Ceremony.Udara Almeida addressing guests.26 Oct 2011

Attachment 8 - EV Magazine Article

EV MAGAZINE BUDJ BIM + YALLOURN CEREMONIES

Victorian Heritage Recognition Ceremonies

Engineering Heritage Victoria held two notable heritage recognition ceremonies in country Victoria in October.

The engineering expertise of the Gunditjmarra people, who developed and managed the hydraulics required to farm and harvest fish in south-western Victoria for 6,600 years, was celebrated at Tyrendarra on 21 October 2011 as an Engineering Heritage National Landmark by Engineers Australia.

The ceremony, jointly hosted by Engineers Australia, the Gunditj Mirring Traditional Owners Aboriginal Corporation and the Winda-Mara Aboriginal Corporation, included the unveiling of an interpretative panel and engineering heritage marker for the Budj Bim Aboriginal hydraulic works.

The National President of Engineers Australia, Merv Lindsay, said that when reflecting on engineering achievements in Australia it was easy to talk about what has been built over the past couple of hundred years, and what might be needed for the next few generations.

“What is truly remarkable about the Budj Bim engineering works is not only its ingenuity, but also at its core has been the delivery of a sustainable outcome for hundreds of generations”.

“Attaining sustainable engineering outcomes by today’s well-resourced engineering profession remains a challenge, and here we can see how it was achieved for thousands of years”, Lindsay said.

A heritage recognition ceremony was held at PowerWorks, Morwell on 26 October 2011 to recognise the significance of Yallourn Power Station which operated between 1924 and 1989. The Yallourn Power Station has been demolished but PowerWorks have an extensive display on Yallourn.

The unveiling was carried out by Victoria Division Deputy President Elect Geoff Hayes and PowerWorks Manager Marcus Fraser and the marker recognises Yallourn Power Station as an Engineering Heritage National Landmark.

The Yallourn Power Station was the first major power station based on a coal field in Australia. It established the technology for burning the very wet coal found in the Latrobe Valley. This coal has generated the bulk of Victoria’s electricity since 1924.

Speaking at the unveiling Geoff Hayes reflected not only on the technological and logistical hurdles and achievements, but also on the determination and outstanding leadership and vision of General Sir John Monash who was the first Chairman of the State Electricity Commission of Victoria.

The nomination document for this heritage recognition was prepared by Victoria University final year engineering student Udara Almeida from Sri Lanka. This work was carried out under a joint project to provide vacation work experience for engineering students.

Owen Peake

Photograph Captions

1. Engineers Australia National President Merv Lindsay speaking at the Budj Bim ceremony on 21 October 2011

Photo ID: Merv Lindsay speaking at the Budj Bim ceremony.21 Oct 2011

2. Udara Almeida addressing guests at the ceremony.

Photo ID: Yallourn PS Ceremony.Udara Almeida addressing guests.26 Oct 2011

Attachment 9 - Work Breakdown Structure

YALLOURN POWER STATION WORK BREAKDOWN STRUCTURE

Activity	Person Responsible	Due Date	Complete
1 Project Management 1.1, 1.2, 1.3 can probably be removed			
1.1 Assign new organising committee			Y
1.2 Supporting documents sent to / confluence site created for new organising committee			Y
1.2.1 This will include the 'Aim of Event', statistics, the project management plan, previous programs, budgets, sponsorship proposals, insurance details etc			Y
1.3 Development of Project Management Plan, an agreement between the organising committee and the Victoria Division in the roles, responsibilities tasks etc			Y
1.4 Brief team leaders/ all involved on site and story	Owen Peake	26 Aug	Y
1.5 Liaise with PowerWorks	Owen Peake	on going	Meeting held 24 August
2 Budget Note that the event will be free			
2.1 Develop draft budget for EA-V including schedule of financial contributions by others	Elaina Pittas	31 Aug	
2.1.1 Use VIC DIV template	Elaina Pittas	5-Aug	
2.1.2 Ensure marketing and stationery, gifts for speakers and other costs are included	Elaina Pittas		
2.1.3			
2.1.4 Determine income allocations for EA-V components	Elaina Pittas		
2.1.5 Project Owner to approve/amend budget	Owen Peake		
3.2 Create budget	Elaina Pittas		
3.3 Management of Budget	Elaina Pittas		
3 Nomination			
3.1 Prepare the nomination	Udara Almeida		Y
3.2 Approve the nomination as National Landmark	Bill Jordan		Y

4 Interpretation Panel Preliminary design done by OP				
4.1	Design interpretation panel	Owen Peake		Y
4.2	Graphic Design work on panel	National Office service		IN PROGRESS
4.3	Produce interpretation panel	Owen Peake/ Advanced Group		
4.3.1	Arrange production of panel and marker (Advanced Group)	Owen Peake		
4.3.2	Arrange mounting of panel (this one incorporates the marker)	PowerWorks		
4.3.3	Deliver panel to PowerWorks	Owen Peake		
5 Speakers / MC / Invitations				
5.1	Develop an invitation list + addresses	Owen Peake/ PowerWorks	End Aug	Done from EA side
5.2	Collate mailing lists into excel for mail merging	Elaina Pittas	End Aug	
5.2	Research Appropriate Speakers + MC	Owen Peake/ PowerWorks	End Aug	In Progress by PowerWorks
5.3	Send out invitations by mail	Elaina Pittas	Mid Sept	In Progress
5.4	Send out email invitations	Elaina Pittas	Mid Sept	In Progress
5.5	Advertisement on web	Elaina Pittas	Mid Sept	In Progress
5.6	Send out PowerWorks email invitations	PowerWorks	Mid Sept	
6 Marketing				
6.1	Information Handout			
6.1.1	Source the text and photos for information handout	Owen Peake		Y
6.1.2	Design the handout	Angela via National Office		In Progress
6.1.3	Print handout	Elaina Pittas + contractor		
6.3	Flyer / Invitation			
6.3.1	Design the invitation	Owen Peake		Y
6.3.2	Print invitation (200 copies)	Elaina Pittas	7 Sept	Not Required
6.3.3	Determine quantity to print	Elaina Pittas	5 Sept	Not Required

6.4	Pre-Event Promotion			
6.4.1	Print Media			
6.4.1.1	Determine whether to advertise in local paper	Owen Peake		
6.4.2	Online	Elaina Pittas	Mid Sept	
6.4.2.1	create events calendar page	Elaina Pittas	Mid Sept	
6.5	Event Promotion			
6.5.1	Invite local papers	PowerWorks		
6.5.2	Prepare a press release and bring copies of this	Josie		
6.6	Post-Event Promotion			
6.6.1	write an article for Engineers Australia Magazine, EHA Newsletter, EHV Newsletter and EV	Owen Peake		
7 Registration				
7.1	Create online registration	Elaina Pittas		
7.1.1	Send test to project owner to confirm it is ok to use	Elaina Pittas	Mid Sept	
7.2	Make online registration live	Elaina Pittas	Mid Sept	
7.3	Check registrations each week	Elaina Pittas		
7.3.1	Double check people are registering properly	Elaina Pittas		
7.3.2	Contact anyone who hasn't registered properly	Elaina Pittas		
7.3.3	Determine if registrations are high or low and thus determine if heavier marketing is required	Elaina Pittas		
7.3.4	Collect apologies + acceptances	Elaina Pittas		
7.4	RSVP date (26 Oct 2011)	Elaina Pittas		
7.5	Close registration link (26 Oct 2011)	Elaina Pittas		
7.6	Create reports	Elaina Pittas		
7.6.1	Create Attendee Summary	Elaina Pittas		
7.7	Send reminder email to registered peoples	Elaina Pittas		
8 Event Operations				
8.1	Organise furniture for ceremony			

8.1.1	Tables	PowerWorks		
8.1.2	Chairs	PowerWorks		
8.1.3	Venue	PowerWorks		
8.1.4	Lecturn	PowerWorks		
8.1.5	AV equipment	PowerWorks		
8.1.6	Direction signage at PowerWorks	PowerWorks		
8.2	Research hazards on site	PowerWorks		
8.2	Organise and manage car parking	PowerWorks		
8.3	Engineers Australia items to bring			
8.3.1	Banners	Elaina Pittas		
8.3.3	Velvet veil	Owen Peake		
8.3.4	Information sheets	Elaina Pittas		
8.3.5	Press Release	Elaina Pittas		
8.4	Photographs: EA staff + OP to bring camera	Elaina Pittas		
	Prepare speeches Notes: There will be at least 3 speeches - PowerWorks Rep; EA Rep; Udara Almeida; another technical speaker.	Each speaker to prepare own notes		
8.4.1	Ensure each speaker has prepared their speech	Owen Peake		
8.4.2	Prepare welcome to country. Note 1	PowerWorks		
8.5	Prepare a Running Sheet Note 2	Owen Peake		
8.7	Advise PowerWorks 3 days ahead of ceremony registration numbers for catering	Elaina Pittas		
9 Event Day				
9.1	Overlook Set-up	Elaina Pittas		
9.3	Greet Guests	Owen Peake PowerWorks Elaina Pittas		
9.4	Ensure everything is running smoothly	Elaina Pittas		

KEY:

YELLOW - COMPLETED
GREEN - IN PROGRESS
RED - URGENT

NOTES:

1. Welcome to country will be up to PowerWorks.
2. Running Sheet should be prepared soon and updated a few days before event. It should then be distributed to stakeholders with further copies available on the day. The document should include
 - Running Sheet proper
 - Dignitaries present (to be announced by MC)
 - All apologies received (to be announced by MC)

OP to provide Elaina with copy of Janevale document

OWEN PEAKE
Secretary
Engineering Heritage Victoria

7 November 2011

CHANGE CONTROL
VERSION 1 7 November 2011 Adapted from Budj Bim Ceremony Report